



SPRING 2015

# Test Coordinator's Manual

Test Coordinator's Name

# AZMERIT

Arizona's Statewide Achievement Assessment for  
English Language Arts and Mathematics

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## Section 1. General Information

AzMERIT measures students' knowledge in the content areas of English Language Arts (ELA) and Mathematics in Grades 3-8 and High School. Each AzMERIT test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzMERIT is available as a computer-based test or as a paper-based test. For the Spring 2015 administration of AzMERIT, schools with sufficient bandwidth and the appropriate devices to support computer-based testing were able to select computer-based testing. Otherwise, schools will administer a paper-based version of AzMERIT.

American Institutes for Research (AIR) is the test vendor for AzMERIT and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) for the paper assessments. Measurement Incorporated will be handling the printing, shipping, and processing for all paper test materials.

Each District Superintendent or Charter Representative must designate a District Test Coordinator to oversee AzMERIT testing for all schools within the district or under the same charter. This individual is referred to as the District Test Coordinator. District Test Coordinators are responsible for ensuring the appropriate and correct administration of AzMERIT in all schools within the district or under the same charter.

### Resources for Test Coordinators

This *AzMERIT Test Coordinator's Manual* is written for District Test Coordinators. To provide the appropriate oversight of all AzMERIT testing, District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2015 AzMERIT Test Administration Directions Grades 3 – 8*
- *Spring 2015 AzMERIT Test Administration Directions End-of-Course*
- *AzMERIT Testing Conditions, Tools, and Accommodations Guidance for Spring 2015*
- *Test Information Distribution Engine (TIDE) User Guide*
- *Test Administrator (TA) User Guide (needed for computer-based testing only)*
- *Online Reporting System (ORS) User Guide (needed for computer-based testing only)*

All of these documents are available in the Resources section of the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)). Paper copies of the *AzMERIT Test Coordinator's Manual* and the appropriate *AzMERIT Test Administration Directions* will be shipped to the district with an arrival date of April 6, 2015.

### Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of AzMERIT testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct computer-based testing or paper-based testing in the schools. To facilitate

these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

### **Before Testing**

- complete all AzMERIT pre-test training;
- submit to the Arizona Department of Education (ADE) a copy of the Test Security Agreement signed by the District Superintendent or Charter Representative;
- verify and add student enrollments in TIDE;
- set student accommodations and test settings in TIDE, including Large Print and Braille, as applicable;
- implement and maintain test security procedures within the district/charter and school(s);
- communicate test security procedures and responsibilities to the Test Administrators;
- train the Test Administrators on test administration procedures;
- obtain signed copies of the Test Security Agreement for all staff members who handle test materials;
- schedule testing activities within the schools;
- communicate the testing schedule as appropriate;
- work with the Test Administrators to select appropriate classrooms or other sites where testing will take place;
- work with the Test Administrators to prepare sites where testing will take place by removing or covering visual aids and printing “Testing - Do Not Disturb” signs for doors;
- arrange for a sufficient supply of scratch paper, pencils, and erasers; and
- follow up on questions from the Test Administrators by contacting either the AzMERIT Helpdesk or ADE.

### **Additional Responsibilities for Computer-Based Testing (CBT)**

- ensure TIDE access for all appropriate users and specifically for users who will be Test Administrators;
- ensure all Test Administrators have completed the Test Administration Certification Course;
- ensure that devices to be used for testing are ready;
- train the Test Administrators in the use of the online testing platform;
- ensure that Test Administrators and students have had appropriate practice with the AzMERIT Sample Tests; and
- prepare test tickets for students, if applicable;

**Additional Responsibilities for Paper-Based Testing (PBT)**

- receive test materials;
- inventory test materials upon arrival and, if needed, order additional materials;
- save the boxes that the test materials came in to use for returning the materials;
- ensure that the Test Administrators familiarize students with how the innovative computer-based item types will render on the paper-based form of the test (using the AzMERIT Guide to the Sample Tests);
- apply Pre-ID labels to test booklets;
- print additional pre-ID labels, as needed, and apply to test booklets so that each student test booklet has a correct label;
- arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only; and
- arrange for a supply of appropriate calculators for use, when permitted, on Math only.

**During Testing**

- ensure that test security procedures are followed;
- ensure that test administration procedures are followed; and
- report any testing improprieties to ADE.

**Additional Responsibilities for Computer-Based Testing**

- monitor test completion using the Online Reporting System.

**Additional Responsibilities for Paper-Based Testing**

- maintain an accurate inventory of all test materials throughout the test administration window;
- check out test booklets to the Test Administrators at the beginning of each day of the testing;
- check in test booklets from the Test Administrators at the end of each day of the testing; and
- maintain a record of all testing sessions that includes the Test Administrator, the test administered, and the participating students.

**After Testing**

- ensure the secure disposal of scratch paper at the school or the district; and
- ensure the disposal of the Test Administration Directions and the Test Coordinator's Manual for both the district and the schools.

**Additional Responsibilities for Paper-Based Testing**

- ensure that student responses in Large Print or Braille test booklets have been transferred to the standard test booklets in the Large Print or Braille testing kits;
- ensure that student responses for students who used assistive technology as an accommodation have been transferred to a standard test booklet;
- ensure that student responses from contaminated test materials have been transferred to clean test booklets;



- box materials for return shipping as instructed in this manual; and
- ensure all the scorable and nonscorable test materials are picked up by UPS no later than April 30, 2015.

### **Students to Be Tested**

Arizona public school students in Grade 3 and above will participate in AzMERIT testing. Students enrolled in Grades 3 – 8 will take English Language Arts (ELA) and Math at the grade level in which they are enrolled. Students who are enrolled in high school level English language arts courses (Freshman English, Sophomore English, Junior English, or their equivalents) or high school level math courses (Algebra I, Geometry, Algebra II, or their equivalents) will take the respective End-of-Course (EOC) test.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them eligible for the alternate assessment, NCSC Alternate Assessments for English Language Arts and Mathematics, are excluded from AzMERIT.

### **Test Administration Schedule**

For both computer-based and paper-based testing:

- Test sessions must be administered in the order described below. Testing days do not have to be consecutive days.
- For EOC testing, ELA testing days are not necessarily the same days as the Math testing days. Students should not participate in more than two testing sessions per day.
- When two test sessions are scheduled on the same day, there must be a break between sessions.
- AzMERIT is untimed. The upper end of the suggested time for the testing session is the estimated time needed for at least 95% of students to complete the session. A test session must be completed by the end of the school day.

For computer-based testing, students in the same grade (Grades 3-8) or taking the same EOC test within the same school are **not** required to test on the same day. For paper-based testing, students in the same grade (Grades 3-8) or taking the same EOC test within the same school must test on the same day.

Table 1. Grades 3-8 Administration Schedule

Grades 3 – 8 Test Days	Content Area	Approximate Time	Computer-Based Test Window March 30 – May 8, 2015	Paper-Based Test Window April 13 – April 24, 2015
Day 1	ELA – Writing	45-90 minutes	Must be completed by April 24 (including make-up tests)	Must be completed on April 13 or April 14
Day 2	ELA – Reading Part 1 and Math Part 1	45-75 minutes 60-85 minutes	Last day of testing (including make-up testing) May 8	Last day of testing (including make-up testing) April 24
Day 3	ELA – Reading Part 1 and Math Part 1	45-75 minutes 60-85 minutes		

Table 2. End-of-Course Administration Schedule

End-of-Course Test Days	Content Area	Approximate Time	Computer-Based Test Window March 30—May 8, 2015	Paper-Based Test Window April 13—April 24, 2015
English Language Arts (ELA) – End-of-Course (EOC) – May be administered in 2 or 3 days				
Day 1	ELA – Writing	45-90 minutes	Must be completed by April 24 (including make-up tests)	Must be completed on April 13 or April 14
Day 2	ELA – Reading Part 1	45-75 minutes	Last day of testing (including make-up testing) May 8	Last day of testing (including make-up testing) April 24
Day 2 or Day 3	ELA – Reading Part 2	45-75 minutes		
Math – End-of-Course (EOC) – May be administered in 1 or 2 days				
Day 1	Math Part 1	50-85 minutes	Last day of testing (in- cluding make-up test- ing) May 8	Last day of testing (in- cluding make-up test- ing) April 24
Day 1 or Day 2	Math Part 2	50-85 minutes		

The District Test Coordinator is responsible for communicating this schedule to the appropriate school and district personnel, including Test Administrators, students and parents/guardians.

Administering AzMERIT tests on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation.

### **Required Test Materials and Tools**

District Test Coordinators are responsible for seeing that each testing room, each Test Administrator, and each Proctor has the appropriate test materials to administer the AzMERIT tests correctly. Most of the required test materials will be provided. Some of the required test materials must be provided by the schools.

The manuals, guidance, and users guides needed to administer the test are available in the Resource section of the AzMERIT portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)).



Computer-based and paper-based schools will receive paper copies of the following:

- *AzMERIT Test Coordinator's Manual*;
- *Spring 2015 AzMERIT Test Administration Directions Grades 3-8*; and
- *Spring 2015 AzMERIT Test Administration Directions End-of-Course*.

Paper-based schools will also receive the following based on ADE provided enrollments in TIDE:

- AzMERIT scorable test booklets;
- Student Pre-ID labels and additional blank labels; and
- Materials necessary to package the scorable and nonscorable test materials for return to Measurement Incorporated.

Computer-based and paper-based schools must provide the following test materials:

- Scratch paper (plain, lined, or graph), pencils, and erasers; and
- A "Testing—Do Not Disturb" sign.

Paper-based schools must also provide the following test materials:

- Commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only; and
- Appropriate calculators for use, when permitted, on Math only.

### **AzMERIT Calculator Policy**

Calculators are permitted on certain AzMERIT Math tests. Table 3 below lists the grades and types of calculators permitted.

**Table 3. AzMERIT Calculators**

Test/Grade	Calculator Policy
Math Grades 3-6	No calculators permitted.
Math Grades 7-8	<p>Scientific calculators permitted on Math Part 1 <b>only</b>.</p> <p>No calculators permitted on Math Part 2.</p> <p>Scientific Calculator should include these functions:</p> <ul style="list-style-type: none"> <li>• standard four functions (addition, subtraction, multiplication, division), decimal, change sign (+/-), parentheses, square root, and <math>\pi</math>. They may <b>NOT</b> include: any problem solving or programming capabilities, place values, and inequalities.</li> </ul> <p>Sample acceptable calculator: TI-30X IIS or similar.</p>
Math End-of-Course	<p>Graphing calculators permitted on Math Part 1 and Part 2.</p> <p>No calculators with Computer Algebra System (CAS) features are allowed. Calculators may <b>NOT</b> be capable of communication with other calculators through infrared sensors. <b>NO</b> instruction or formula cards, or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password protected and cannot be cleared or reset, the calculator may <b>NOT</b> be used.</p> <p>Sample acceptable calculators: TI-84 Plus, Casio FX-9750GII, or similar</p>

### Additional Calculator Guidance

- The applicable portion of the computer-based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.
- No laptop, tablet, or phone-based calculators are allowed to be used during the AzMERIT assessment.
- Students are not allowed to share calculators during a testing session.

### **Test Security**

All districts and charters administering any Spring 2015 AzMERIT tests must have a Superintendent/Charter Representative Security Agreement signed and on file with the ADE.

All school/district/charter personnel who will have access to the AzMERIT tests materials must sign a Test Security Agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, AzMERIT Test Coordinators, School Administrators, and District/Charter Administrators. A new Test Security Agreement must be completed by all appropriate personnel for every season of testing. These signed Test Security Agreements are to be kept on file at the district or charter for six years.

Copies of the Test Security Agreements can be found on the ADE Test Coordinators Web page at [www.azed.gov/assessment/testcoordinators](http://www.azed.gov/assessment/testcoordinators).

District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the Test Security Agreement, test security guidance provided during the Pre-Test Training, and the test security guidance included in the *Spring 2015 AzMERIT Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the AzMERIT State Test Coordinator. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of the violation to the Investigations Unit of the State Board of Education.

### **Student Confidentiality**

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act) prohibits the public disclosure of student information or test results.

The following are examples of prohibited practices:

- Giving out TIDE login information (username and password) to other authorized TIDE users or to unauthorized individuals.

- Giving students the wrong 8-digit SAIS ID during the login process, causing students to log in and test under another student's SAIS ID.
- Mis-use of Pre-ID labels.

Only students may log into their computer-based testing session. Test Administrators, proctors, or other staff may not log in using a student's 8-digit SAIS ID. However, Test Administrators may assist students with logging in when such assistance is needed.

### **Test Improperities**

A test impropriety is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test improprieties occur on rare occasions and are non-standard situations that may require further action for both computer-based and paper-based testing. Test improprieties may include security violations, cheating, or mishandling of testing materials, or improper assistance by adults or students. Additionally for CBT, a test impropriety may include a local Internet connection disruption or a power outage.

Test Administrators should be instructed to report any non-standard situations that may rise during testing (e.g., disruptive students, loss of Internet connectivity, security breach) to the Test Coordinator immediately. School Test Coordinators must notify District Test Coordinators of any test improprieties that are reported. District Test Coordinators must contact ADE regarding any test improprieties or test security violations as directed below. Decisions regarding test improprieties or test security should not be made prior to communicating with ADE.

For CBT, test improprieties will be reported in TIDE. Please refer to the *TIDE User Guide* for full instructions on this process ([azmeritportal.org/resources](http://azmeritportal.org/resources)).

For PBT, test improprieties will be reported using the Incident Report posted on the AzMERIT Test Coordinator webpage and on the AzMERIT portal. The Incident Report must be submitted to ADE at [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov). After review of the incident, ADE will provide guidance regarding next steps.

Security violations for both CBT and PBT should be reported to ADE immediately per the methods identified above. These scenarios may include photographing, recording, or otherwise reproducing secure test content, or the verbal disclosure of secure test content by students or adults.

### **Testing Locations**

AzMERIT tests are to be administered at Arizona schools. Schools administering AzMERIT tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov). AzMERIT tests may be administered in a home or hospital setting for a single student without notifying ADE. AzMERIT tests cannot be administered outside of the state of Arizona.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the responses of others.

**All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

## **AIR's Testing Systems**

AIR's testing platform includes three systems:

- **Test Information Distribution Engine (TIDE):** TIDE manages user information and student information for both computer-based tests and paper-based tests is stored in TIDE. TIDE restricts access to certain tools and applications based on the user's designated role. TIDE will be used for both computer-based and paper-based test administration.
- **Test Delivery System (TDS):** TDS includes the secure student test environment (Secure Browser) and the Test Administrator Interface. Test Administrators will use TDS to create test sessions and to allow students access to tests. Students will take the AzMERIT tests within the Secure Browser.  
TDS will be used for computer-based test administration only.
- **Online Reporting System (ORS):** ORS includes test completion reports. Test Coordinators will use these reports to monitor computer-based testing.  
ORS will be used for computer-based test administration only.

All three systems can be accessed through the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)). AzMERIT utilizes a Single Sign-On within AIR's systems, which allows users to log into AzMERIT once and switch between systems without having to log in and out each time.

### **Test Information Distribution Engine (TIDE)**

District Test Coordinators received their TIDE log in credentials in January 2015. District Test Coordinators will use TIDE to:

- Upload and manage other TIDE users,
- Search for and add/upload student enrollments,
- Set specific computer-based settings and accommodations for students who need them,
- Download and install the Voice Pack for computer-based testing,
- Place additional orders for paper-based testing,
- Print additional Pre-ID labels for paper-based testing, and
- Report testing improprieties for computer-based testing.

The *TIDE User Guide* provides instructions for all of these functions. Posted with the *TIDE User Guide* in the Resources section of the AzMERIT Portal are short instructional videos demonstrating many of the TIDE tasks.

### *Users*

District Test Coordinators are responsible for uploading any additional TIDE users within their district or charter and assigning appropriate roles to these users. The user's role determines the level of permissions the user will have. ADE recommends that all schools, both computer-based and paper-based, have a TIDE user with the role of School Test Coordinator to assist the District Test Coordinator. All test administrators at computer-based schools must have a TIDE user role of Test Administrator or School Teacher or higher in order to administer AzMERIT tests. Refer to "Managing TIDE Users" section of the *TIDE User Guide* for instructions on adding new TIDE users.

If any school staff will have School Test Coordinator or Test Administrator roles at more than one school within the district, they must be added to each of those schools in TIDE. A user can be added to more than one school as long as they have the same user role at those schools.

All users who will be administering computer-based AzMERIT tests must complete the Test Administrator Certification Course **prior** to test administration. This course is available on the Test Coordinators page of the AzMERIT Portal ([azmeritportal.org/test-coordinators](http://azmeritportal.org/test-coordinators)). See the Test Administrator Training section in this manual on page 12 for more information.

### *Students*

All students participating in AzMERIT testing must have an appropriate enrollment in the TIDE. District Test Coordinators are responsible for confirming that all students who should participate in AzMERIT testing have an enrollment in TIDE with the correct grade, for Grades 3-8 testing, or the correct EOC eligibility, for EOC testing.

ADE will upload most student enrollments in TIDE. District Test Coordinators are responsible for editing, adding, or uploading student enrollments to TIDE so that all students who should participate in AzMERIT have an enrollment in TIDE. School Test Coordinators may help the District Test Coordinator with this task. Refer to the "Working with Student Information" section of the *TIDE User Guide* for instructions on editing or adding student enrollments.

### *Settings and Accommodations*

For computer-based testing, TIDE will be used to set specific computer-based settings and accommodations, as well as non-embedded accommodations, for students who need them. Computer-based settings and accommodations may include an increased default zoom setting for the screen text throughout the test or turning on the accommodated text-to-speech tool. Non-embedded accommodations may include adult transcription or signed test content.

For students at computer-based schools who need accommodated paper-based tests, please refer to Accommodated Paper Versions of AzMERIT in this manual on page 11.

Information about allowable universal test administration conditions and testing accommodations refer to the document, *AzMERIT Testing Conditions, Tools, and Accommodations Guidance for Spring 2015*.

These test settings and accommodations should be set in TIDE **before** testing for all students who require them. The District Test Coordinator may assign this task to other TIDE users with the roles of District Administrator or School Test Coordinator. Refer to the “Working with Student Information” section of the *TIDE User Guide* on how to set computer-based settings and accommodations in TIDE. Those with Test Administrator and School Teacher user roles will be able to change test settings and accommodations in the TA Interface as students enter a test session.

### *Voice Pack*

For computer-based testing, a specially licensed commercial voice pack for Windows computers will be available to download from TIDE at no cost. This voice pack may be used only in conjunction with, and not separate from, the computer-based assessments delivered by TDS. The District Test Coordinator may assign this task to other TIDE users. Refer to “Downloading and Installing Voice Packs” section of the *TIDE User Guide* for instructions.

### *Additional Orders*

For paper-based testing, initial orders will be visible in TIDE. If initial orders are not sufficient to meet testing needs, additional orders may be placed in TIDE. Refer to the “Working With Orders for Testing Materials” section of the *TIDE User Guide* for how to request additional materials. Student enrollments in TIDE must support the need for an additional order. ADE will approve all additional orders.

### *Pre-ID Labels*

All students with a paper test booklet must have a Pre-ID label. Most students testing on AzMERIT will have appropriate Pre-ID label(s) included in the shipment of test materials. For students without labels, Pre-ID labels will have to be printed locally from TIDE. The District Test Coordinator may assign this task to a School Test Coordinator. Refer to “Working with Student Information” section of the *TIDE User Guide* for instructions on printing Pre-ID labels.

## **Accommodated Paper Versions of AzMERIT**

At computer-based and paper-based schools, a Braille version of AzMERIT is available for any student whose IEP or 504 plan requires it. The use of a Braille version of AzMERIT requires adult transcription of student responses on the regular size paper test booklet included in the Braille testing kit.



At paper-based schools, a Large Print paper-based version of AzMERIT is available for any student whose IEP or 504 plan requires it. At computer-based schools, the need for large print can usually be met through increasing the default zoom setting for the student in TIDE. Additionally, at computer-based schools, the use of large print paper-based version of AzMERIT is limited to students whose IEP or 504 plan specifically requires large print paper-based tests. The use of a Large Print paper-based version of AzMERIT requires adult transcription of student responses on the regular size paper test booklet included in the Large Print testing kit.

At computer-based schools, a paper-based version of AzMERIT is available for any student whose IEP or 504 plan disallows computer-based testing and requires paper-based testing. This is a rare accommodation.

All of these accommodated paper versions of AzMERIT must be identified in the student's record in TIDE. Accommodated paper versions indicated in TIDE by March 4, 2015, will be included in initial orders and delivered on April 6, 2015. Accommodated paper versions indicated in TIDE after March 4, 2015, will require an additional order. Refer to "Working with Student Information" section of the *TIDE User Guide* for instructions on indicating accommodated paper versions in TIDE.

Students in a computer-based school who have an accommodated paper version indicated in TIDE will not have access to the computer-based AzMERIT test.

### **Test Administrator Training**

The District Test Coordinator is responsible for assigning Test Administrators for each group of students testing and for each testing room. Test Administrators **must** be employees of the school and must be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators.

AzMERIT is a standardized exam; it must be administered exactly as directed in the *Spring 2015 AzMERIT Test Administration Directions Grades 3-8* and *Spring 2015 AzMERIT Test Administration Directions End-of-Course*. District Test Coordinators must review these manuals and the *AzMERIT Testing Conditions, Tools, and Accommodations Guidance for Spring 2015* document well before training School Test Coordinators and Test Administrators.

The training of Test Administrators and Proctors must include a thorough review of test security procedures, the appropriate use of testing conditions and accommodations, test administration procedures, and procedures for handling unexpected or unusual situations.

For computer-based testing, all Test Administrators must also complete the Test Administration Certification Course in TIDE. This course is available on the Test Coordinators page of the AzMERIT Portal ([azmeritportal.org/test-coordinators](http://azmeritportal.org/test-coordinators)) and must be completed prior to test administration. If the course is not completed, the system will not allow the user to administer tests. Ensure all TIDE users who will administer tests have completed this course before the testing window opens.

All Test Administrators and Proctors must sign a Test Security Agreement. All Test Administrators and Proctors should be given copies of the appropriate *AzMERIT Test Administration Directions* at least one day prior to the administration of any AzMERIT test. AzMERIT Test Administrators and Proctors are expected to read all of the appropriate *AzMERIT Test Administration Directions* prior to administering the AzMERIT. *AzMERIT Test Administration Directions* are not secure test materials and may be kept in classrooms or other non-secure locations.

## Section 2. Computer-Based Testing Information

The District Test Coordinators' responsibilities for computer-based schools are outlined in this section from *before* testing to *during* and *after* testing. Remember that only students with an enrollment in TIDE will be able to participate in AzMERIT. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzMERIT assessments have an enrollment in TIDE prior to testing and that any needed accommodations and test settings have been updated for each student who needs them. All Test Administrators must have a TIDE account and must be connected to the same district(s) and school(s) as the students they will be administering tests to.

For computer-based schools that will be administering Braille tests or paper-based Large Print tests, please refer to Large Print/Braille Testing Kits on page 20.

### Before Computer-Based Testing

AzMERIT Sample Tests are available on the AzMERIT Portal and should be used ahead of the testing window to:

- Familiarize Test Administrators with the TA Interface
- Teach students how to log in to the secure browser (using test tickets, if desired)
- Train Test Administrators on approving student and editing student test settings
- Allow students to practice answering AzMERIT item types and using test tools

While students may access the Sample Tests at any time to practice as a guest, it is recommended that Test Administrators conduct a test session with students that mimics the real test scenario. Test Administrators can follow the steps outlined in the *Test Administrator User Guide* to open a test session, prepare student devices for testing, and approve students into the test session while students will proceed through the Sample Tests in the secure browser.

### Test Tickets

Test tickets are an optional resource available to schools in TIDE. Test tickets contain the information that a student will need to log in to the secure browser in order to test. These may be a useful resource to streamline the log in process, especially for younger students.

If you choose to utilize test tickets, please refer to the "Working With Student Information" section of the *TIDE User Guide* for instructions on how to print test tickets for students. Test tickets will generate in a PDF and will have 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

### Distribute Test Materials

District Test Coordinators should establish local procedures for providing scratch paper, pencils, and calculators (if applicable) before testing. Refer to the AzMERIT Calculator Policy in Section 1 for details on permitted calculators.

## **During Computer-Based Testing (CBT)**

It is the District Test Coordinators responsibility to ensure that Test Administrators are trained on how to administer AzMERIT using AIR systems, how to maintain a secure test environment, and how to report test improprieties.

Ensure Test Administrators know how to handle breaks in test sessions and how students who need more time to finish their test will be provided with that additional time. Students who require a break during testing should pause their test to keep the test content secure. Be sure Test Administrators and students understand that after a student's test has been paused for 20 minutes, the student will not be able to return to previous test pages and will resume the test on the page where he or she paused.

### **Monitoring Test Completion**

The Online Reporting System (ORS) will store the test completion data for computer-based tests. The Plan and Manage Testing section of ORS allows you to generate customized Participation Reports showing your students' testing activity. You can determine which students have completed testing and which students have yet to begin or complete testing.

### **Test Completion Rates**

School and District users can create an Excel spreadsheet file showing the number of students who have completed each part of each AzMERIT test. District-level users can create a file either for a specific school or for the whole district. These files can be viewed in Excel or uploaded into most data analysis programs.



Note: For full details on the ORS System and how to navigate the Plan and Manage Testing section, please refer to the *Online Reporting System User Guide* found in the Resources section of the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)).

## **After Computer-Based Testing (CBT)**

Once a student finishes testing, collect all scratch paper and any testing tickets. Used scratch paper and testing tickets are considered secure test material.

### **Nonscorable Test Materials – Destroyed/Discarded Locally**

District Test Coordinators must establish local procedures for destroying the secure nonscorable test materials and discarding non-secure nonscorable test materials.

- Secure nonscorable materials include:
  - Printed Testing Tickets
  - Used scratch paper
- Non-secure nonscorable materials include:
  - *Test Coordinator's Manuals*
  - *Test Administration Directions*

## Section 3. Paper-Based Testing Information

The District Test Coordinators' responsibilities for paper-based schools are outlined in this section from *before* testing to *during* and *after* testing. Remember that only students with an enrollment in TIDE will be able to participate in AzMERIT. It is the DTC's responsibility to ensure that all students who need to take AzMERIT assessments have an enrollment in TIDE prior to testing and that a sufficient quantity of test materials is available.

### Before Paper-Based Testing

Since AzMERIT is a computer-based test, the AzMERIT Sample Tests are computer-based. The AzMERIT *Guide to the Sample Tests* available on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)) includes a section that has samples of how many of the innovative computer-based item types will render on the paper-based form of the test. Test Administrators should ensure that students are familiar with how these items will render on the paper-based form of the test.

### **AzMERIT Test Booklets**

All AzMERIT test booklets are consumable; Students will respond to test items directly in their test booklet. There are no separate answer documents for AzMERIT.

For each of Grades 3-8, there will be one test booklet for ELA which includes Writing, Reading Part 1, and Reading Part 2, and one test booklet for Math which includes Part 1 and Part 2. For each ELA EOC test, there will be one test booklet which includes Writing, Reading Part 1, and Reading Part 2. For each Math EOC test, there will be one test booklet which includes Part 1 and Part 2.

### **Receiving Test Materials**

District Test Coordinators will receive materials April 6–7, 2015. All materials are shipped to the District Test Coordinator. The test materials are boxed by district, then by school. A district overage of test materials, including test booklets, is also included with this shipment. Large Print and Braille materials will be shipped separately and are expected to arrive April 6–7, 2015. Student Pre-ID labels will be shipped separately and are expected to arrive April 6–7, 2015.

All boxes will be numbered and will include the district and school name. The first box for each district and each school will have a label with "Open Me First."

All district boxes will be white boxes. Box 1 of the district box(es) will include a District Packing List, copies of the School Packing List, and the District Test Coordinator Kit. All school boxes will be brown boxes. Box 1 of the school boxes will include a School Packing List, School Security Checklists, and the School Test Coordinator Kit.

Save all boxes for use in returning AzMERIT test materials. Do not cover, remove, or deface the colored barcoded label placed on the side of each of the boxes prior to shipping to your district. Information on this label is needed when the box is returned to Measurement Incorporated.

Table 4. Paper-Based Test Materials Checklist

District Boxes	School Boxes
District Packing List	School Packing List
	School Security Checklist
Test Coordinator's Manual	Test Coordinator's Manual
Test Administration Directions (1 per 20 tests in district over-age materials)	Test Administration Directions (1 per 20 students)
Return labels for Scorable Materials	Test booklets Grades 3-8 packed by grade level and content area
Return label for Nonscorable Materials	EOC test booklets packed by content area
Return label for Nonscorable Materials	EOC test booklets packed by content area
Pre-Paid mailing envelopes for returning copy of packing list	Pre-ID Labels
Extra blank Pre-ID Label sheets	Extra blank Pre-ID Label sheets
Special Handling Envelopes for Returning Improperities	Special Handling Envelopes for Returning Improperities

### Inventorying Test Materials

Upon receiving the AzMERIT shipment, the District Test Coordinator should immediately inventory all materials using the following steps:

- Sort the boxes by numeric number.
- Count the total number of boxes received and compare it to the number of boxes indicated as shipped, based on the number sequence on the shipping label. If the total number of boxes indicated as shipped has not been received by April 8, 2015, contact the AzMERIT Helpdesk at 1-844-560-7812 or [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org).

### District Materials

- Compare the materials in each district box with the District Packing List (see Figure 1) to verify all materials have been received. The District Packing List provides the range of security barcode numbers for each test booklet within each shrink-wrapped package. Test booklets are numbered sequentially within packages.

Figure 1. Sample Packing List (District)

AzMERIT Spring 2015		Ship To: Von Hoffmann, 99999 C/O: Von Hoffmann, 99999 400 South 14th Avenue Phoenix, AZ 85006  Attention: Cahill								
(Please keep a copy of this Packing List for your records)										
District Packing List Packing List #: 000001										
Part #	Description of Material	Type	Qty	Qty/Pkg	Back Order Qty	Total	Beginning Serial Range	Ending Serial Range	Cnt#	Customer Sign Off
4526500001	AZ Grade 4-11 Test Coordinator Kit	SNG	1	1	0	1			1-1	
4525700015	AZ Grade 4 Student Test Book - Secure	PKG	3	10	0	30	0A400001	0A400045	1-1	
4525800015	AZ Grade 7 Student Test Book - Secure	PKG	3	10	0	30	NZ300001	NZ300045	1-1	
4525900015	AZ Grade 10 Student Test Book - Secure	PKG	3	10	0	30	NY200001	NY200045	1-1	
IMMEDIATELY INVENTORY ALL TEST MATERIAL RECEIVED.										
Cartons: 1 Shipped Via: UPS GROUND Date Packed: 2/19/2011 8:30:15 AM										



- **If any discrepancies exist between the District Packing List and the materials you actually received, please be sure to note them on the District Packing List for accountability tracking purposes.** If there are any discrepancies, contact the AzMERIT Helpdesk at 1-844-560-7812 or [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org).
- Save the school packing lists included in the district boxes. These copies are for the district test coordinator. School shipments include packing lists for their individual shipments.
- Sign the District Packing List on each signature line to confirm receipt of all materials. See Figure 2 for a sample packing list signature line page.

Figure 2. Sample Packing List Page with Signature Line (District)

DEMO TEST PROJECT		Ship To:	
FALL 2010		Von Hoffmann, 9999	
PUBLIC SCHOOLS		C/O: Von Hoffmann, 9999	
		400 South 14th Avenue	
		Eldridge, IA - 52748	
		Attention: Cahill	

(Please keep a copy of this Packing List for your records)

District Packing List

Packing List #: 000001

Part #	Description of Material	Type	Qty	Qty/Pkg	Back Order Qty	Total	Beginning Serial Range	Ending Serial Range	Cart#	Customer Sign Off
4625000015	SC Grade 10 Student Test Book - Secure	PKG	3	15	0	45	NY200001	NY200045	1-1	

**DIRECTIONS**  
Immediately upon receipt of test materials, inventory the shipment to ensure that you have received all items listed on the packing lists for your district and schools. Note any shipping discrepancies on this form and return a signed copy of your packing list to Measurement Incorporated in a pre-paid post envelope from your District Return Kit.

DTC: \_\_\_\_\_ Date: \_\_\_\_\_

Cartons: 1  
Shipped Via: UPS GROUND  
Date Packed: 2/16/2011 8:30:15 AM

Immediately upon return of test materials once testing has been completed, please document your return shipment below and again, return a copy of your packing list to Measurement Incorporated in a pre-paid post envelope from your District Return Kit.

No. of Test Booklets Returned: \_\_\_\_\_ Total No of Boxes: \_\_\_\_\_ UPS Pick Up Date: \_\_\_\_\_

DTC: \_\_\_\_\_ Date: \_\_\_\_\_

- Make a photocopy of the signed District Packing List.
- Save copies of all packing lists from the initial order and any additional orders to aid in the secure return of test materials after testing is completed.

The test booklets included in the district shipment are an overage amount of the district-wide enrollment counts and should be used to cover any shortages in a school shipment. Do not distribute these overage materials to schools unless needed. If materials in the district overage shipment do not cover the school shortages, additional materials may be transferred between schools or districts or additional materials may be ordered during the Additional Orders Window.

### *School Materials*

The District Test Coordinator or the School Test Coordinator must inventory the materials shipped for each school and verify sufficient test materials for all students expected to participate in AzMERIT testing. Follow these steps:

- Compare the materials in each school box with the School Packing List to verify all materials have been received. The School Packing List provides the range of security barcode numbers for each test booklet within each shrink-wrapped package. Test booklets are numbered sequentially within packages.

- **If any discrepancies exist between the School Packing List and the materials you actually received, please be sure to note them on the School Packing List for accountability tracking purposes.** In the case where the School Test Coordinator is verifying the school inventory, the School Test Coordinator must inform the District Test Coordinator if there are any discrepancies.
- Sign the School Packing List on each signature line to confirm receipt of all materials. See Figure 2 for a sample packing list signature line page.
- Make a photocopy of the signed School Packing List.
- In the case where the School Test Coordinator is verifying the school inventory, send the signed original signed School Packing list to the District Test Coordinator.
- Save the photocopy of the School Packing List to aid in the secure return of test materials after testing is completed.
- Check the quantities received against the materials actually necessary for testing in each school and make note of any additional materials needed. In the case where the School Test Coordinator is verifying the school inventory, notify the District Test Coordinator of any additional materials needed.

### *Confirming Shipments*

Once you have completed and confirmed the inventory of your entire shipment, noting any discrepancies on the packing lists, please return the signed, original District Packing List along with any signed, original School Packing Lists which had discrepancies noted on them to Measurement Incorporated in one of the pre-addressed, pre-paid mailing envelopes included in your District Return Kit. **The signed packing lists must be mailed by April 13, 2015.**

### **Transferring Secure Materials Between Schools Within Your District**

If a school in your district has a shortage of test materials and your supply of District Overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the District Test Coordinator to track these transfers of secure materials so that all test booklets can be accounted for at all times and returned appropriately after testing has been completed.

### **Transferring Secure Materials to Another District**

If you have a shortage of test materials after you have exhausted your district overage and any school overages, you may request a transfer of test materials from a neighboring district if they have a sufficient overage of materials to fulfill your needs. In the event that secure test materials are transferred between districts, the District Test Coordinators for both districts must complete the Transfer of AzMERIT Secure Test Materials Form. District Test Coordinators for both districts involved in the transfer must ensure that the documentation of transferred materials is complete and accurate and both District Test Coordinators must sign the transfer form.

A copy of the transfer form should be returned to Measurement Incorporated in order to properly document the transferred materials for the Security Report provided to the Arizona Department of Education after return of all test materials. Please return a copy of your transfer form with the copy of the Secure Materials Packing List that you will be returning to Measurement Incorporated after your return shipment has been picked up by UPS. You will find this form in Appendix A. Transfer of AzMERIT Secure Test Materials on page 30 of this manual. You may photocopy the form from the manual or download it from the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)).

### Additional Order Window

If there are insufficient test materials in the District, the District Test Coordinator should follow the directions for ordering additional test materials outlined in the *TIDE User Guide*. Requests for additional materials must be made in TIDE during the Additional Order Window, which is April 6 – 10, 2015, and will require approval by ADE. Once approved, the order will ship within 48 hours for overnight delivery. Please plan accordingly if your school is in a remote area where overnight delivery may not be possible. Place only one Additional Order per District.

### Pre-ID Labels

Student Pre-ID labels are required for each test booklet. Most students will receive Pre-ID labels in the test materials shipment. Students who do not have Pre-ID labels in the shipment will need to have labels printed for them by the school or district. If a student's Pre-ID label is damaged or includes incorrect information, a new label will need to be printed by the school or district.

Additional blank labels are included in Box 1 of each district and school shipment. On-demand printing of additional labels is available through TIDE for School Test Coordinator, District Administrator, and District Test Coordinator user roles. Instructions for printing Pre-ID labels are in the *TIDE User Guide*, found on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)).

Apply Pre-ID labels to test booklets **prior** to distributing to students. Each label contains the test name in the top line. Be sure to apply the appropriate label to the appropriate type of test booklet for each student (ELA label on ELA booklet and math label on math booklet). Apply the Pre-ID label inside the Student Barcode Label box on the front cover of the test booklet. Do not try to remove and reapply the label if it appears to be improperly placed. As long as the Pre-ID label is placed within the Student Barcode Label box, it can be properly scanned.

Unused Pre-ID labels for students who no longer attend the school should not be applied to test booklets. Unused labels should be securely destroyed after testing is completed.

### Large Print/Braille Testing Kits

Each Large Print or Braille test will arrive in a shrink-wrapped testing kit. The kit will contain ALL materials needed to administer the test. Please be sure that Test Administrators review the *Supplemental Instructions for Large Print and Braille* included in the kit prior to administration of the test. Please also be sure they understand that **ONLY** the test materials included in the testing kit should be used for this special form of the test.

No Pre-ID labels should be applied to the covers of the Large Print or Braille test booklets. Instead, the Pre-ID labels should be attached to the corresponding regular, scannable test booklet included in the testing kit.

After test administration, the Test Administrator, Test Coordinator, or other designated school personnel shall follow the guidance in the appropriate *Spring 2015 AzMERIT Test Administration Directions* for transferring student responses to the corresponding regular, scannable test booklet included in the testing kit.

### Using the School Security Checklist

The School Security Checklist (see Figure 3) provided in Box 1 of each school shipment should be used to track secure test booklets throughout the testing process and to document which test administrators tested which students, as well as which test booklets were issued to each student. There is a space provided for initialing the check-out and check-in by Test Administrators for each day of testing. You should complete the date sections according to all applicable testing dates for your district. You must retain all School Security Checklists in your district and be able to produce them on demand if requested by the Arizona Department of Education. Do not return copies of the School Security Checklist to Measurement Incorporated.

Figure 3. Sample School Security Checklist

TEST YEAR: SPRING 2015		AzMERIT SCHOOL SECURITY CHECKLIST		Packaging List No: 000001									
District: 99999 Von Hoffmann		School: 99999 Von Hoffmann		Part No: 4525700015									
* REPORT ALL MISSING BOOKS TO MEASUREMENT, INC IMMEDIATELY.		Part Name: AZ Grade 4 Student Test Book - Secure		Pkg of: 1 of 15									
~ Form is for use with secure materials initial receipt, check-in and check-out ~ Test Examiner shall initial "OUT" column when receiving materials each testing day ~ Test Coordinator shall initial "IN" column when materials are returned each testing day ~ Test Examiners return materials to the secure central site immediately following testing each day													
EXAMINER NAME	STUDENT NAME	TEST BOOKLET SECURITY BARCODE NUMBER	REC'D (S/LC Only)	Day #1 - Date ____/____/____		Day #2 - Date ____/____/____		Day #3 - Date ____/____/____		Day #4 - Date ____/____/____		Day #5 - Date ____/____/____	
				BOOKLET OUT	IN	BOOKLET OUT	IN	BOOKLET OUT	IN	BOOKLET OUT	IN	BOOKLET OUT	IN
		QA400001											
		QA400002											
		QA400003											
		QA400004											
		QA400005											
		QA400006											
		QA400007											
		QA400008											
		QA400009											
		QA400010											
		QA400011											
		QA400012											
		QA400013											
		QA400014											
		QA400015											
		QA400016											
		QA400017											
		QA400018											
		QA400019											
		QA400020											
		QA400021											
		QA400022											
		QA400023											
		QA400024											
		QA400025											
		QA400026											
		QA400027											
		QA400028											

## **During Testing**

Ensure that Test Administrators follow security procedures and test administration procedures during the test session. Test Administrators should be given the appropriate *Spring 2015 AzMERIT Test Administration Directions* prior to the test session. Ensure that Test Administrators use the School Security Checklist to keep track of test booklets used during each test session. Test Administrators must be aware of students who need accommodations in order to fill out the Accommodations Data Grid on the back of the test booklet.

Instruct Test Administrators to report any suspected test improprieties and security breaches to you. District Test Coordinators must report any suspected test improprieties to ADE using the Incident Report posted on the AzMERIT Test Coordinator webpage.

### **Precautions**

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use correction fluid on the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses. Only responses that are written in pencil on the pages designated “Final Copy” will be scored.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or pull pages from the test booklet.

## **After Testing**

Collect all test materials from Test Administrators.

All AzMERIT test booklets are returned to Measurement Incorporated. The used test booklets (standard size) are returned as scorable materials. The unused test booklets, Large Print test booklets, and Braille test booklets are returned as nonscorables. The remaining test materials are nonscorable materials that are either retained locally or destroyed/discarded locally.

### **Preparing Test Booklets for Return to Measurement Incorporated (MI)**

- Verify that all test booklets have been collected from Test Administrators. Ensure that all test booklets included on the District Packing List, all School Packing Lists, and any



Additional Order Packing Lists are accounted for. All test booklets will be inventoried upon return to MI. A security report will be provided to ADE. District Test Coordinators will be contacted regarding any missing test booklets.

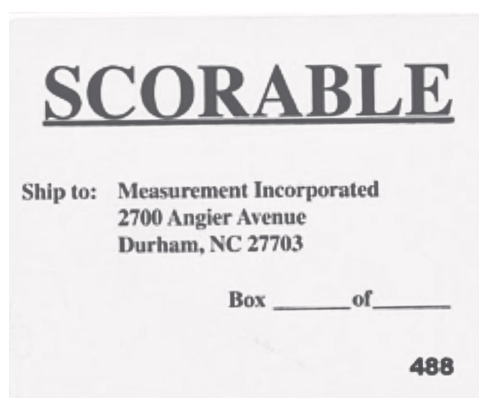
- Separate all scorable (used) test booklets from non-scorable (unused) test materials.
- Remove any loose materials, such as loose sheets of paper, from the test booklets.
- Transfer responses from any test booklets contaminated with blood, vomit, or other bodily fluids to a clean test booklet with a new Pre-ID label. Securely destroy the contaminated test booklet. Complete an Incident Report with ADE describing the contamination incident and include the test booklet number that was destroyed so that the test booklet can be properly accounted for in the Security Report of returned test booklets. Return a copy of the Incident Report in the pink Special Handling Envelope.
- Ensure you have a completed Transfer of AzMERIT Secure Test Materials form for any test booklets borrowed from another district or school. Return this document with the signed copies of your District Packing List.

### Boxing Scorable Test Booklets

Scorable test booklets include completed and partially completed standard AzMERIT test booklets. (All Large Print and Braille test booklets are nonscorable.)

- At the school level, separate materials by grade and content.
- Place all scorable test booklets back in the boxes in which they were shipped.
- **If directed by ADE to use a pink Special Handling envelope**, place any Special Handling envelopes containing irregular scorable test booklets and copies of any related Incident Reports on top of the test materials in Box 1 of your shipment. Keep a copy of any Incident Report for your own records.
- Place one yellow “Scorable” label on a side of each box of scorable test materials. Do not cover, remove, or deface the colored barcoded label that was placed on the sides of each of the boxes prior to shipping to your district. These labels identify your district/school and are used to record the number of packages returned to MI by your district.

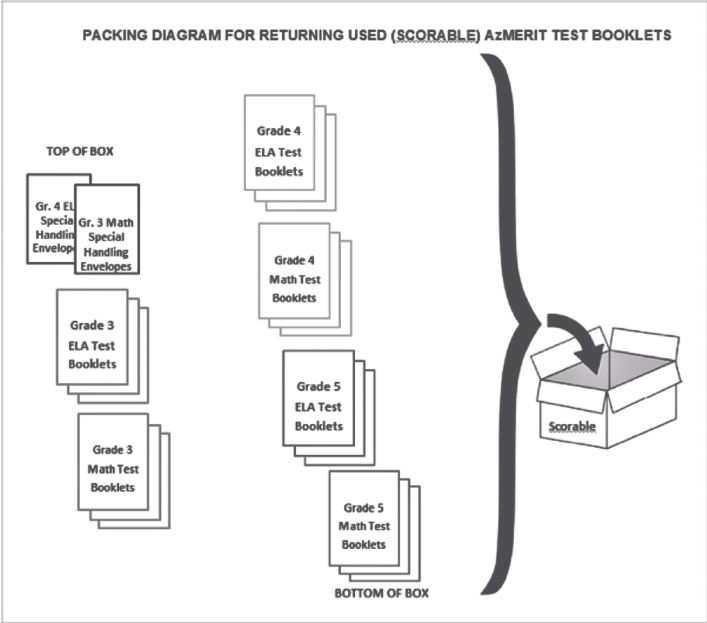
Figure 4. Sample AzMERIT Scorable Test Materials Label





The diagram below shows how to assemble scorable test booklets for return to Measurement Incorporated. Test booklets should be organized by grade and content level and Special Handling Envelopes should be placed on top of the test booklets.

Figure 5. Packing Diagram for Returning Used (Scorable) Test Booklets



Box all scorable test booklets for all grades as shown above. It does not matter in which order the test booklets are stacked in boxes once they are organized by grade and content area.

Special Handling Envelopes will be bright pink. **If directed by ADE**, these should be returned with the scorable test materials, as needed, and will be packed as shown in Figure 5. The Special Handling Envelope will need to be filled out with requested information identifying your district/school.

Figure 6. Sample Special Handling Envelope

The form is titled 'AzMERIT TESTING IMPROPRIETIES / TESTING INCIDENTS'. It contains fields for 'DISTRICT NAME', 'SCHOOL NAME', 'NUMBER OF STUDENTS', 'District Entity #', and 'School Entity #'. Below these fields is a paragraph of instructions: 'All test improprieties or incidents during testing must be reported on an Incident Report and submitted to AzMERIT@azed.gov. ADE will provide guidance on how to handle all testing improprieties or incidents. AzMERIT Incident Report can be located on the AzMERIT Portal under Test Coordinator Resources.' At the bottom, it lists 'Incidents that must be reported to ADE:' followed by a bulleted list: 'All student cheating incidents', 'All test administration errors including but not limited to: Student used multiple test booklets, Student used someone else's test booklet, Student recorded responses in wrong test booklet part'.

## Boxing Nonscorable Test Booklets

Nonscorable test booklets include unused test booklets and all Large Print and Braille test booklets.

- Separate materials by grade and content.
- Place all nonscorable test booklets in a separate box(es).
- Unused district overage can be included in boxes with nonscorable test booklets from schools when there is room.
- Place one green “Nonscorable” label on a side of each box of nonscorable test materials. Do not cover, remove, or deface the colored barcoded label that was placed on the sides of each of the boxes prior to shipping to your district. These labels identify your district/school and are used to record the number of packages returned to MI by your district.
- Do not mix nonscorable test booklets in the same box as scorable test booklets.

Figure 7. Sample AzMERIT Scorable Test Materials Label

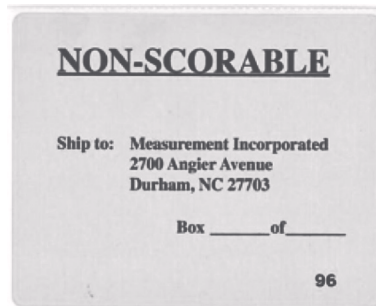
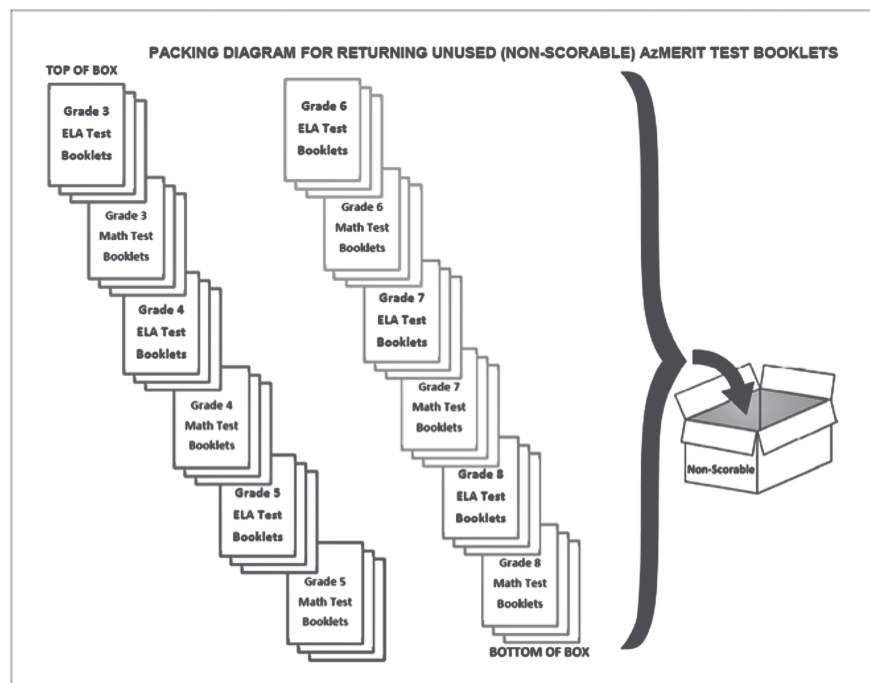


Figure 8. Packing Diagram for Returning Unused (Non-Scorable) Test Booklets



### UPS Pickup of Scorable and Nonscorable Boxes– April 20 – April 30

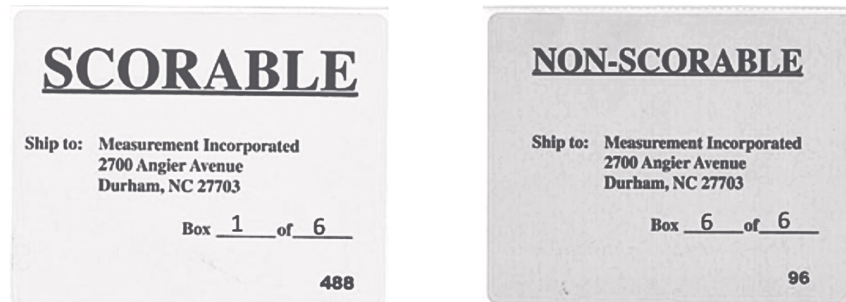
All districts and schools are to return test booklets using United Parcel Service (UPS). Return kits, including UPS return labels and instructions, are provided in the original shipment of test materials. Each box being returned to MI, both scorable and nonscorable, needs a UPS return label. **All boxes must have a return label on them when they are picked up.** Do not tamper with the preprinted information on the UPS return label in any way, as this may affect UPS processing and delay your shipment.

If you need additional UPS return kit materials, or if you have any questions about returning your test materials via UPS, contact the AzMERIT Helpdesk at 1-844-560-7812 or [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org). If you do not have a return kit, call the Helpdesk and an agent will provide you with the information and account numbers needed to schedule a UPS pickup.

Complete the following steps after boxing scorable and nonscorable materials:

- Gather all scorable and nonscorable boxes together and count them for the total number of boxes.
- Number all of the boxes in one sequence on the scorable and nonscorable labels. Start the numbering with the scorable boxes and end with the nonscorable boxes. For example, if you have five boxes of scorable materials and one box of nonscorable materials, label all the boxes “X of 6” because there are six boxes total. This example is illustrated in Figure 9 below.

Figure 9. Sample Numbered Scorable and Nonscorable Test Materials Labels



- Apply a UPS return label on the top of each box in your return shipment. Place return labels over the original UPS shipping labels that contain your district address to avoid any confusion regarding the addressee for the return shipment. All boxes must contain a return label when UPS arrives to pick them up.
- The return labels have been preprinted with all necessary information.
- Call 1-800-PICK-UPS® (1-800-742-5877). You must contact UPS at least 24 hours prior to pick up. Remote areas should allow 48 hours. You may also schedule your pick-up online at [UPS.com](http://UPS.com). Even if UPS typically comes to your district daily, you must schedule your shipment in advance to ensure that the driver has enough room on the truck to accept your shipment. **The first day to contact UPS to schedule a pick up is April 20, 2015. The last day to contact UPS is April 29, 2015.**

- Have the following information available when you call:
  - One tracking number from any one UPS return label from your shipment; your phone number;
  - the address from which your materials will be picked up;
  - the pickup date;
  - the total number of boxes you are returning – add scorable boxes and non-scorable boxes together in one complete shipment; and
  - the average box weight – you can use 30 pounds per box.
- Place the boxes where the UPS driver normally delivers or picks up packages.
- Keep the sender's copy of the UPS return label for each package so you can easily track your shipment. If requested, the UPS driver will supply small adhesive tracking labels. These labels will match the multiple piece shipment labels on your boxes for individual tracking.
- Once UPS has picked up your shipment, complete the return portion of your photocopy of the District Packing List. Create a new photocopy of this version of the District Packing List. **The completed District Packing List should be mailed to Measurement Inc. by May 1, 2015 using a pre-paid mailing envelope from your District Return Kit. Be sure to include a photocopy of any Transfer Forms if materials were transferred to or from your district to another district.**

All AzMERIT shipments must be picked up by April 30, 2015.

Figure 10. Sample UPS Return Label

<small>30 LBS</small> <small>DWT: 24,12,12</small> <b>SHIP TO:</b> SAMPLE CLIENT SAMPLE COMPANY 1 MAIN STREET KANSAS CITY MO 64012		<b>1 OF 3</b>
	<b>KS 662 9-61</b> 	
<b>UPS GROUND</b> TRACKING #: 		
 <b>SAMPLE</b>		
BILLING: P/P		

### **Other Nonscorable Test Materials**

All test materials other than test booklets are nonscorable materials. Some of these nonscorable materials are to be retained locally. Some of these nonscorable materials are to be securely destroyed or discarded locally.

Nonscorable materials to be retained locally include:

- Copies of District and School Packing Lists;
- Copies of any incident reports and related documentation;
- All School Security Checklists; and
- Copy of your return shipment label(s) and tracking numbers.

Nonscorable materials to be securely destroyed locally include:

- Used scratch paper;
- Unused Pre-ID labels;
- Any contaminated test booklets; and
- Any student responses that were produced electronically or on paper other than the test booklet and were subsequently transferred into the test booklet for scoring.

Nonscorable materials to be discarded locally include:

- Test Coordinator Manuals
- Test Administration Directions

## Section 4. Getting Help

### AIR's AzMERIT Help Desk

The AzMERIT Help Desk is available Monday through Friday from 6:00 a.m. to 8:00 p.m. Mountain Standard Time except for holidays. Contact AIR at the AzMERIT Help Desk with questions regarding any of the TIDE tasks, technical issues with computer-based test administration from both the TA and student perspectives, issues with receiving or returning paper-based testing materials, and general testing process or functionality questions.

#### **AIR's AzMERIT Help Desk**

Toll-Free Phone Support: 1-844-560-7812

Email Support: [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org)

Chat Support: [azmeritportal.org/chat](http://azmeritportal.org/chat)

When you contact the Help Desk, you will be given a case number. If you need to contact the Help Desk again regarding the same issue, please reference your case number. When you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

For technical issues involving computer-based testing include the following information, as applicable:

- Test Administrator name
- SAIS ID(s) of affected student(s)  
Do NOT provide any other student information, as doing so may violate FERPA policies.
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable

### ADE's AzMERIT Inbox

Contact ADE at the AzMERIT Inbox with questions regarding which students should participate in AzMERIT testing, policy questions about how to administer AzMERIT, questions about possible testing improprieties, and changes to District Test Coordinator information.

#### **ADE AzMERIT Inbox**

Email Support: [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov)



## Appendix A. Transfer of AzMERIT Secure Test Materials

### TRANSFER OF AzMERIT SECURE TEST MATERIALS

This form is to be used when transferring secure test booklets between districts. The receiving district shall return all booklets in their return shipment to Measurement Incorporated and include a copy of this form in Box 1 of the return shipment. The transferring district should attach a copy of this form to their District Packing List when returning that form to Measurement Incorporated once test materials have been picked up by UPS. Use a separate form for multiple grades and/or content areas.

Originating District/School:

District Code: \_\_\_\_\_

District Name: \_\_\_\_\_

Printed Name of District Test Coordinator: \_\_\_\_\_

Receiving District/School:

District Code: \_\_\_\_\_

District Name: \_\_\_\_\_

Printed Name of District Test Coordinator: \_\_\_\_\_

Secure test booklets transferred:

Grade: \_\_\_\_\_ ELA Test Booklets    MATH Test Booklets (Circle One)

Range(s) of test booklets transferred:

Test Booklet Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

Test Booklet Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

Individual Test Booklet Barcodes transferred:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

By my signature, I certify that the above listed AzMERIT test booklets are being transferred as noted above. Both DTC's must sign:

Test Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Test Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_